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Personnel

**ANNUAL/QUARTERLY AWARDS AND
STEP PROMOTIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations Programs*, and establishes 4th Air Support Operations Group (4 ASOG) guidelines for a program to select outstanding officer and enlisted personnel. It applies to all 4 ASOG subordinate squadrons and detachments.

Summary of Revisions

Attachments 1 and 2 were changed to reflect change in accomplishments criteria and update AF Form 1206. Attachments 3 and 4 were combined and revised. Chapter 3 was deleted. Chapter 4 was renumbered and annual warrior awards were deleted. STEP nomination procedures were changed. Due to numerous changes, this publication should be reviewed in its entirety.

Chapter 1

ANNUAL/QUARTERLY PERSONNEL AWARDS

1.1. Categories. The categories for recognition are Company Grade Officer (CGO) of the Quarter/Year, Senior Noncommissioned Officer (SNCO) of the Quarter/Year, Noncommissioned Officer (NCO) of the Quarter/Year, Airman of the Quarter/Year, and First Sergeant of the Year.

1.2. Eligibility. CGO, Captain and below; SNCO, Master through Chief Master Sergeant; NCO, Staff and Technical Sergeant; and Airman, Airman Basic through Senior Airman. Personnel will compete in the category commensurate with their permanent grade as of the last day of the period being considered for quarterly awards. For annual award nominations, individuals will compete in the award category that corresponds to the grade held for the majority of the award period. If the member is promoted at the 6-month point, commanders determine which category to submit the nominee.

1.2.1. First Sergeant must be an authorized First Sergeant position; filled by an individual assigned AFSC 8F000, who has completed the First Sergeant Academy in residence, and served in the valid position for at least 6 months.

1.2.2. Units are limited to one submission per category per award period. A unit is defined as a squadron to include its detachments and the group staff to include its direct reporting detachments.

1.3. Quarterly Nomination and Selection

1.3.1. Nomination Form. Nominations for all categories will be accomplished using AF Form 1206 following the examples in attachments 1 and 2. The nominations will be one page and limited to achievements within the previous quarter.

1.3.2. Due Dates. Nomination packages for each quarter are due to 4 ASOG/CCE NLT the 5th workday of January, April, July, and October.

1.3.3. Enlisted Recognition Boards. The group superintendent will establish the board (package only) for the Senior NCO, NCO, and Airman categories. Each board will consist of three voting members with the superintendent only voting in case of a tie. Voting will be accomplished following the example in attachment 3.

1.3.4. Officer Recognition Board. The Deputy Commander (CD) or his representative will determine the winner.

1.4. Annual Nomination and Selection Nominations are to be completed in accordance with AFI 36-2805, paragraphs 3.4 through 3.4.13.

1.4.1. Due Dates. The group superintendent will establish due dates based upon higher headquarters suspenses.

1.4.2. Recognition Boards. The boards will be held as described in paragraphs 1.3.3 and 1.3.4, with the group superintendent also establishing the board for the First Sergeant of the Year category.

1.5. Announcement and Ceremony. If at all possible, winners will be announced at the January, April, July, and October monthly Commanders' Calls. Unit commanders will recognize winners when announced. When possible, the group commander or his representative will present an appropriate award/ plaque.

CHAPTER 2

STEP PROMOTIONS

2.1. Nomination Requirements. By design, STEP is meant to identify and promote our star performers who have not been selected under the WAPS program. However, it is not a below-the-zone promotion program. If in doubt, lean towards those deserving individuals who are behind their peers when comparing years of service to their grade. There are minimum time-in-service requirements. Specifically, airmen promoted to staff sergeant, technical sergeant, and master sergeant must have 3, 5, and 8 years TAFMS respectively. Technical sergeants must have completed the NCO Academy and senior airmen the Airman Leadership School before a STEP promotion. Airmen selected to the grade of master sergeant who have over 18 years TAFMS must immediately acquire a minimum of 2 years retainability. No airman may be promoted more than once during any 12-month period (except a senior airman who may be promoted after 6 months time-in-grade). As a rule, individuals receive only one STEP promotion during their career.

2.2. Procedures/Due Date. STEP nomination packages must include a nomination letter from the unit commander, AF Form 1206 (front and back), a 6-part personnel RIP, the last five performance reports, all decoration citations awarded, AFPC background check, and the number of times tested. Ensure only the most recent version of AF Form 1206 is used. Commanders should identify their star performers and be prepared to submit a STEP nomination when requested by the group commander.

Chapter 3

QUARTERLY WARRIOR AWARDS

4.1. Explanation: This chapter provides guidance for the group's unique quarterly recognition program.

4.2. Categories: There are three categories of this award: Mission Warrior of the Quarter, Support Professional of the Quarter, and Operations Professional of the Quarter.

4.3. Mission Warrior of the Quarter

4.3.1. Description: This award recognizes the individual who embodies the warrior spirit and drive in accomplishment of their duties. It is focused strictly on duty accomplishments and does not include off-duty education or community involvement.

4.3.2. Eligibility: There are no grade or AFSC restrictions for this award. Each squadron will select one individual per quarter to forward to the group. Each detachment directly subordinate to the 4 ASOG may submit

one individual per quarter to compete with the group staff. 4 ASOG DO, LG, and CCE will review the group staff and detachment packages to determine the nominee to compete with the squadrons.

4.3.3. Nomination Form: Nomination is by official memorandum, 12 pitch Times New Roman, to the Group commander. Nominations will be no more than three paragraphs long and will consist of the following: paragraph one will be the job description and duty title, paragraph two will be accomplishments, and paragraph three will state that the "Individual has no derogatory information or history of adverse actions during this nomination period."

4.3.4. Due Dates: Nominations are due to the group commander NLT the 5th duty day of January, April, July, and October.

4.3.5. Selection: Each squadron and group staff (to include its detachments) nominee will be recognized as Warrior of the Quarter.

4.3.6. Announcement and Ceremony: All winners will be provided an appropriate award provided by the group.

4.4. Support Professional of the Quarter

4.4.1. Description: This award recognizes the individual who provides the most outstanding support to his/her customers. It is focused primarily on duty accomplishments but may include off-duty involvement.

4.4.2. Eligibility: There are no grade restrictions for this award. Operations AFSCs are excluded for consideration for this award. Each squadron will select one individual per quarter to forward to the group. Each detachment directly subordinate to the 4 ASOG may submit one individual per quarter to compete with the group staff. 4 ASOG DO, LG, and CCE will review the group and detachment packages to determine the nominee to compete with the squadrons.

4.4.3. Nomination Form: Nomination is by official memorandum, 12 pitch Times New Roman. Nominations will be no more than three paragraphs long and will consist of the following: paragraph one will include the job description and duty title, paragraph two will list specific accomplishments and innovations in customer support, paragraph three will state that the "Individual has no derogatory information or history of adverse actions during this nomination period."

4.4.4. Due Dates: Nominations are due to the Deputy Commander NLT the 5th duty day of January, April, July, and October.

4.4.5. Selection: Winners are selected by the group Deputy Commander.

4.4.6. Announcement and Ceremony: All winners will be provided an appropriate award provided by the group.

4.5. Operations Professional of the Quarter

4.5.1. Description: This award recognizes the individual who excels in the operations career fields. It is focused primarily on duty accomplishments but may include off-duty involvement.

4.5.2. Eligibility: There are no grade restrictions for this award. Support AFSCs are excluded for consideration for this award. Each squadron will select one individual per quarter to forward to the group. Each detachment directly subordinate to the 4 ASOG may submit one individual per quarter to compete with the group staff. 4 ASOG CMS, LG, and CCE will review the group and detachment packages to determine the nominee to compete with the squadrons.

4.5.3. Nomination Form: Nomination is by official memorandum, 12 pitch Times New Roman. Nominations will be no more than three paragraphs long and will consist of the following: paragraph one will include the job description and duty title, paragraph two will list specific accomplishments and innovations in operations, and paragraph three will state that the “Individual has no derogatory information or history of adverse actions during this nomination period.”

4.5.4. Due Dates: Nominations are due to the group Deputy Commander NLT the 5th duty day of January, April, July, and October.

4.5.5. Selection: Winners are selected by the group Deputy Commander.

4.5.6. Announcement and Ceremony: All winners will be provided an appropriate award provided by the group.

CHARLES R. GREENWOOD, Colonel, USAF
Commander

4th Air Support Operations Group Quarterly/Annual Awards Score Sheet

Please read each package carefully and rank order packages in order of merit. The group superintendent will then total the scores with the lowest score being the winner for each category. The group superintendent will vote only to break a tied score.

Airman Category:

Place:

1 ASOS:

2 ASOS:

4 ASOS:

4 ASOG:

NCO Category:

Place:

1 ASOS:

2 ASOS:

4 ASOS:

4 ASOG:

SNCO Category:

Place:

1 ASOS:

2 ASOS:

4 ASOS:

4 ASOG:

CGO Category:

Place:

1 ASOS:

2 ASOS:

4 ASOS:

4 ASOG:

Support Professional:

Place:

1 ASOS:

2 ASOS:

4 ASOS:

4 ASOG:

Operations Professional:

Place:

1 ASOS:

2 ASOS:

4 ASOS:

4 ASOG:

NOMINATION FOR AWARD		
AWARD AIRMAN OF THE QUARTER/YEAR	CATEGORY (If Applicable) AIRMAN	AWARD PERIOD 1 JAN-31 MAR
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSGT JOHN H. DOE	SSN 123-45-6789	MAJCOM, FOA, OR DRU USAFE
DAFSC/DUTY TITLE 1C471/Battalion NCOIC	NOMINEE'S TELEPHONE (DSN & Commercial) XXX-XXXX XXXXX-XXXXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE DET 1, 2 ASOS/TACP, ROSE BARRACKS AIN/APO AE 09112		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) LT COL IRA B. PROUD/XXX-XXXX XXXXX-XXXXXX (Commander's Telephone #)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) <p>In the above AWARD and CATEGORY blocks, use AIRMAN/NCO/SrNCO</p> <p>The below categories will be used for all enlisted nominees. All information in the write-up will be in 10 or 12 pitch, bullet format (not running narrative), limited to one, single-spaced typewritten AF Form 1206 for quarterly packages. Annual packages are limited to two, single-spaced typewritten pages, using AF Form 1206 front and reverse (continuation sheet). Nominations should include specific facts and examples showing that the nominee is exceptional. Achievements should distinguish the airman from his/her peers.</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.</p> <p>SIGNIFICANT SELF-IMPROVEMENT: Show how the member developed or improved his skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.</p> <p>BASE OR COMMUNITY INVOLVEMENT: Define the scope and impact the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.</p> <p>NOTE: All categories should be used. The quarters are Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec. The annual award period is Jan-Dec.</p> <p>Nomination packages will have the following:</p> <ol style="list-style-type: none"> 1. Nomination letter from squadron/group detachment commander 2. Current AF Form 1206 3. One single-spaced biography (annual only) 4. Any citations awarded for the nomination period (annual only) 		

NOMINATION FOR AWARD		
AWARD CGO OF THE QUARTER/YEAR	CATEGORY (If Applicable) OFFICER	AWARD PERIOD 1 JAN-31 MAR
RANK/NAME OF NOMINEE (First, Middle Initial, Last) CAPT JOHN H. DOE	SSN 123-45-6789	MAJCOM, FOA, OR DRU USAFE
DAFSC/DUTY TITLE 012F3Y/Air Liaison Officer	NOMINEE'S TELEPHONE (DSN & Commercial) XXX-XXXX XXXXX-XXXXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE DET 3, 4 ASOG, HOHENFELS AIN APO AE 09252		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) XXX-XXXX XXXXX-XXXXXX (Commander's Telephone #)		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>The below categories will be used for all enlisted nominees. All information in the write-up will be in 10 or 12 pitch, bullet format (not running narrative), limited to one, single-spaced typewritten AF Form 1206 for quarterly packages. Annual packages are limited to two, single-spaced typewritten pages, using AF Form 1206 front and reverse (continuation sheet). Nominations should include specific facts and examples showing that the nominee is exceptional. Achievements should distinguish the airman from his/her peers.</p> <p>LEADERSHIP AND PERFORMANCE OF DUTIES: The nominee's performance must contribute significantly to increased organizational effectiveness. Include improvements and contributions made to the unit, group, NAF, or headquarters.</p> <p>COMMUNITY INVOLVEMENT: The nominee must assume an active role in either the military or civilian community service activities.</p> <p>POSITIVE SPOKESPERSON FOR THE AIR FORCE: Nominee must demonstrate ability as a positive and articulate representative of the Air Force.</p> <p>SIGNIFICANT SELF-IMPROVEMENT: Nominee must show self-improvement through off-duty education, achievements in professional or cultural organizations, or development of creative abilities.</p> <p>OTHER ACCOMPLISHMENTS: Other accomplishments must set the nominee apart from others.</p> <p>NOTE: All categories should be used. The quarters are Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec. The annual award period is Jan-Dec.</p> <p>Nomination packages will have the following:</p> <ol style="list-style-type: none"> 1. Nomination letter from squadron/group detachment commander 2. Current AF Form 1206 3. One single-spaced biography (annual only) 4. Any citations awarded for the nomination period (annual only) 		